SALEM SCHOOL BOARD
SCHOOL ADMINISTRATIVE UNIT #57
SALEM, NEW HAMPSHIRE

Site Visit
Public Session

August 20, 2019
Fisk School

MINUTES

PRESENT:  Mr. Michael Carney, Jr., Chairperson Salem School Board
Mrs. Pamela R. Berry, Vice Chairperson, Salem School Board
Mr. Bernard H. Campbell, Secretary, Salem School Board
Mr. Peter Morgan, Member, Salem School Board
Dr. Michael Delahanty, Superintendent
Ms. Deborah Payne, Ass’t Superintendent
Mr. Jack Messenheimer, Director of Maintenance
Mr. George Murray, Fisk School Principal

ABSENT:  Dr. Patricia Corbett, Member, Salem School Board

Chairman Carney convened the meeting at 6:02 PM outside the front entrance to
Fisk School. The Board walked and observed various areas outside Fisk School, studying
landscaping that had been installed in furtherance of the possibility of doing similar work
at Soule School. The Superintendent reminded the Board that funds still remained from
the Soule & Fisk renovations for additional landscaping at Soule. Mr. Murray discussed
areas subject to sprinklers and the importance of watering. Mrs. Berry made suggestions
for improvements.

Overall the Board was satisfied with the appearance of the enhanced landscaping
it viewed.

The Chairman recessed the meeting at 6:35 PM which would continue at 7:00 PM
at the High School TV Studio.

Respectfully submitted,

Bernard H. Campbell
School Board Secretary
SALEM SCHOOL BOARD
SCHOOL ADMINISTRATIVE UNIT #57
38 Geremonty Drive
SALEM, NEW HAMPSHIRE 03079

Regular Meeting

August 20, 2019
6:00 p.m. – Fisk Landscaping
7:00 p.m. – SHS TV Studio

M I N U T E S

Present:
Mr. Michael Carney, Jr., Chairman
Mrs. Pamela Berry, Vice Chairman
Mr. Bernard Campbell, Secretary
Dr. Patricia Corbett, Member
Mr. Peter Morgan, Member

Also Present:
Dr. Michael Delahaney, Ed. D., Superintendent
Mrs. Maura Palmer, Assistant Superintendent for
    Academics and Support
Mrs. Deborah Payne, Assistant Superintendent for
    Business Operations
Mrs. Darlene Mann, Finance Director

Mr. Carney called the meeting to order at 7:00 p.m. followed by the pledge of allegiance.
Mr. Carney noted the Board had met at 6:00 p.m. at Fisk School to visit the school grounds.

ADOPTION OF THE MINUTES
July 23, 2019 – Regular Meeting/Planning Meeting
Mr. Campbell moved, seconded by Mr. Morgan, the Board adopt the minutes of the July 23, 2019
Regular Meeting/Planning Session with the following corrections. On page 3 of 3, line 29,
add A&E and OPM prior to the word fees. On line 30 change “tax base” to “tax base changes.”

Motion carried 4-0-1 – Dr. Corbett abstained

July 23, 2019 – Non-Public Session
Mr. Campbell moved, seconded by Mrs. Berry, the Board adopt the minutes of the July 23, 2019
Non-Public Session as circulated.

Motion carried 4-0-1 – Dr. Corbett abstained

Vendor and payroll manifests were circulated for signature and passed on to Mrs. Payne
and Mrs. Mann
CONSENT AGENDA

Nominations – Professional/Extra-Curricular
The Board was provided with the following proposed new hires:
- Stephanie Hamel, Woodbury Middle School, Science Teacher, $51,523
- Felicity Liebke, Haigh School, Speech and Language Pathologist, $79,736

The Board was provided with the following SEA Fall/Full-Year Extra-Curricular Nomination:
- Joshua Peatfield, Salem High School, Marching Band Choreographer, $1,887.50

Administrator Nominations - None

Leaves of Absence – None

Mrs. Berry made a motion, seconded by Mr. Campbell, to accept the consent agenda as presented by the chairman.

Motion carried 5-0

The Chairman asked the Board if there were any objections to moving the agenda item, “Track & Field Replacement Update”, to this point of the meeting per the Superintendent’s request. The reason for the request is because Marc Lehoullier is present. There were no objections.

Dr. Delahanty introduced Mr. Lehoullier, owner’s project manager for the track and field project. The Board was provided with a map of the project. Mr. Lehoullier explained three circumstances which have arisen and warrant additional field work and funds. There were specific questions about wiring conduits from the press box which will be researched.

The Chairman asked the Board if there were any objections to discussing the Woodbury Project at this time as Mr. Lehoullier was present. There were none.

Dr. Delahanty reviewed information of the summer meetings and the effort to be more efficient with square footage thereby reducing the cost. The Superintendent reminded the Board there will be a presentation next week. Mr. Lehoullier reviewed some of cost saving efforts.

OTHER BUSINESS ITEMS

Request to stay at Salem High School
The Board was provided with a request from Paige Ouellette-Cass, parent of a current Salem High School student. She requested permission to remain at Salem High School despite her residency being in Atkinson, due to hardship. The Superintendent explained the situation to the Board and requested the Board allow the student to remain at Salem High School.

Mrs. Berry made a motion, seconded by Mr. Campbell, to approve Mrs. Ouellette-Cass’ request for her son to remain at Salem High School.

Motion carried 5-0
Request for Extended Leave
The Board was provided with a request for an extended maternity leave from Kristin Lopez, Special Education teacher at Barron School. She requested her leave be extended to December 2, 2019. The Board was also provided with a letter from her physician explaining the reasons for this request. Dr. Delahanty gave further details and asked the Board to support this request.

Mr. Campbell made a motion, seconded by Mr. Morgan, to approve the recommendation of the Superintendent for the extended leave for Mrs. Lopez

Motion carried 5-0

Core Values
The Superintendent reviewed results of Jay Vogt’s meetings with Administrators, District Faculty and students following the update of the Strategic Plan. The Superintendent identified seven terms that were consistent with all groups and asked the Board to adopt the core values as presented. Dr. Delahanty explained the benefit would be a document which administrators, teachers and the School Board could use when identifying priorities and programs to advance as a school district. Dr. Delahanty requested the Board adopt these terms as the District’s Core Values, knowing more work has to be done. Mr. Campbell explained his concern that there was no statement listed which referenced learning and teaching. There was a discussion clarifying Core Values and Mission Statements.

Mrs. Berry made a motion, seconded by Mr. Morgan, to accept the seven Core Values as presented by the administration.

Motion carried 4-0-1 – Mr. Campbell abstained

Waiver of Fees for SHS Rental
The Board was provided with letter from the Department of Transportation to waive fees for the use of Salem High School’s cafeteria on Tuesday, October 1, 2019 for the purpose of a public hearing on the 2021-2030 Ten Year Transportation Plan for projects in the Salem area. Dr. Delahanty clarified that the TV Studio would be the space requested. He gave further details about the request. The Superintendent supports waiving the fee.

Mr. Campbell made a motion, seconded by Mrs. Berry, to grant a waiver for the use of the TV Studio to the State of New Hampshire Department of Transportation on Tuesday, October 1, 2019 per the letter from Ms. Allaire dated August 5, 2019.

Motion carried 5-0

Policy Revision – BEDB (Agendas) BEDB-R (How the Meeting Works) – 2nd Reading
The Superintendent reviewed details of the July discussion in regards to the policy and explained his reasons for making the changes. This is the second reading.

Mrs. Berry made a motion, seconded by Mr. Morgan, to approve the recommended changes by the Superintendent in policy BEDB as of August 20, 2019.

Motion carried 5-0
**Doucette Trust Fund**

Dr. Delahanty shared details on the Billy Doucette Trust Fund which was established in 2002 to support scholarships. He further explained the fund went unused for some years. The family requested return of the funds. Dr. Delahanty worked with Attorney Gordon Graham and the Attorney General’s office to determine the legal use of the money. It was determined the Trust Fund must remain with the Trustees and be used for the purpose of scholarship awards for graduating seniors. The Superintendent noted he did not feel Attorney Graham’s legal expenses should be borne by the taxpayers. Cheryl Bolouk, Salem Tax Collector, explained the approval to withdraw $957.92 from the fund to meet this cost can only be authorized by the Board. The Board was provided with supporting documents. Mr. Campbell asked what the current principle amount is in the fund. Mrs. Payne noted there is approximately $16,700. There was discussion in regard to getting permission to turn this scholarship over to Dollars for Scholars. The Superintendent will ask if this is possible.

Mrs. Berry made a motion, seconded by Dr. Corbett, to withdraw $957.92 for legal fees from the Doucette Trust Fund.

**Motion carried 5-0**

**End of Year Balance**

The Board was provided with a June 30, 2019 end of year financial statement. Dr. Delahanty began by saying he wanted to review this information and determine what the ultimate unreserved fund balance will be in order to file the appropriate documents with the State. He reviewed funding for the field and track projects and the additional costs that have been encountered as well as adjusting the unreserved fund balance. The Superintendent reviewed the financial statements. The Board discussed options for the remaining unreserved fund balance.

Mr. Campbell moved, seconded by Mr. Morgan, the Salem School Board instruct the Administration to prepare the DRA reports for the end of the fiscal year June 30, 2019 with the allocation of an additional $250,000 to be used for the track and field project for encumbrances and other expenses and an additional $250,000 to be set aside and allocated to the district’s contingency fund with the remainder of $874,575.20 to be returned against the tax rate this fall.

**Motion carried 5-0**

The Superintendent requested adding another Business Item – professional nomination

* Ashley Gendreau, Fisk School, Kindergarten teacher, $47,567

Mrs. Berry made a motion, seconded by Dr. Corbett, to approve Ashley Gendreau as a kindergarten teacher at Fisk Elementary School at a salary of $47,567.

**Motion carried 5-0**

**PRESENTATIONS OF POLICIES/REPORTS BY SUPERINTENDENT AND STAFF**

**Woodbury Project Update**

See discussion above.
SHS Track & Field Replacement Update
See discussion above.

System of Care
The Board was provided with a graphic that represents work by the Mental Health Committee that addresses the social emotional issues related to the staff and students as well as problems identified at the conclusion of the past school year. Mrs. Palmer, Assistant Superintendent for Academics and Support, provided the Board with an overview of tier 1, 2, and 3 level supports for students to highlight the areas of safety, respect, and responsibility for establishing a climate of mutual respect. She gave specific examples of work already underway and plans for the 2019-2020 school year.

Future Meeting Dates

1. Meeting Dates
   a. August 27, 2019 – Regular Meeting
   b. September 10, 2019 – Regular Meeting
   c. September 17, 2019 – Planning Session
   d. September 24, 2019 – Regular Meeting

2. Future Agenda Items
   a. High School Internships
   b. Capital Goals
   c. Social Emotional Learning

Mr. Carney noted all Board Members received a list of back to school events and open houses. He asked the Board to email activities they would be available to attend.

Mr. Carney congratulated the Superintendent for receiving the Chamber of Commerce William Brown Business Leader award.

Adjournment
Motion by Dr. Corbett, seconded by Mr. Campbell, to adjourn

The board adjourned at 8:47 p.m.

Lucille Ramsey
Recording Secretary, Salem School Board
August 20, 2019